

FINELINE

March 2004*A Division of Finance monthly communication service*

Budget and Accounting Officers Meeting Set for March 25

The March Budget and Accounting Officers meeting will be held March 25 at 8:30 a.m. at the Utah State Library, 250 North 1950 West. We will address the following issues:

**NEXT MEETING**

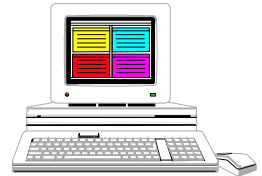
- ♦ Report on the 2004 General Legislative Session and impacts on state agencies.
- ♦ Setup up of budgets for FY 2005 and setup of new year Chart of Accounts.
- ♦ Dedicated credit monitoring
- ♦ Revenues and receivables
- ♦ Capital assets
- ♦ New and revised policies and procedures
- ♦ Other miscellaneous items

Agency accounting personnel who deal with these issues should plan to attend this meeting. Any agencies that have questions about the meeting can call the Division of Finance at 801-538-3082. ❖

FINET On-Line Training Is Now More User Friendly

The Division of Finance recently released updates to all our on-line courses. These updates make it possible to link to the policies and procedures or other courses and come right back to your place in the current course. (Prior to this update, selecting a link would take you out of the course. To return to your place you had to access the course again and navigate to your original place.)

Now when you select a link, it will open in a separate browser window. You can toggle between windows if desired, and when you close the linked window the original window is waiting for you. For example, if you are in the Purchasing and Disbursing course and decide to look at the policy for a Payment Voucher (PV), you can select the link, review the policy, and return to your place in the course.



This change in the on-line courses makes it easier than ever to learn new skills and update your existing skills. ❖

Frequently Asked Question from FINET Help Desk

Q What do we do if we have an RE that was set up in error in the prior year and we need to get rid of it? What is the effect on revenue?

A You can get rid of it by entering a two-line, zero-dollar CR. Enter a new CR with line 1 referencing the old year RE. Enter info on line 2 using the same coding used on line 1, but mark it as a decrease. Line 2 needs to be non-referencing.



The original RE overstated revenue in the old year. To correctly record total revenue, you must enter the CR to decrease the revenue in the new year. ❖

March Calendar

FINET Schedule

Mar. 5 FINET open; February monthend



Payroll Training

Computer-based training on the Payroll System is available on the Finance Web site at www.finance.utah.gov/training/courses.htm.

Data Warehouse Training

Mar. 9 Data Warehouse – Payroll; 10 – 11:30 a.m.

Mar. 9 Data Warehouse – FINET; 1:30 – 3 p.m.

FINET Classroom Training

Mar. 16 Fixed Assets Lab; 1 – 4 p.m.

Mar. 17 Purchasing Lab; 8:30 – 11:30 a.m.

Mar. 17 Disbursing Lab; 1 – 4 p.m.

Mar. 18 Internal Transactions Lab; 1 – 4 p.m.



FINET Computer-Based Training

The following computer-based training teaches basic FINET skills and basic procedures associated with each functional area:

On-line Courses: FINET System Navigation, FINET Overview, Employee Reimbursements, Purchasing and Disbursing, Cost Accounting, Revenues and Receivables, Internal Transactions, and Fixed Assets

CD-ROM Courses: On-line Inquiry, Grant Accounting, Budget Control, and FINET Inventory (contact the FINET Help Desk to obtain access to the CD-ROM courses)

FINET Help Desk: Call 801-538-9690 to resolve immediate questions

Reservations



To reserve your spot in any class offered this month or to add your name to our waiting list for classes not offered this month, call 801-538-3082. We will notify you when the class is scheduled. If you make reservations and cannot attend, please notify us as soon as possible so we can make your spot available to someone else.

Persons with disabilities requiring accommodation should call 801-538-3082 a week before the class to request reasonable accommodation.

Read descriptions of all our courses at: www.finance.utah.gov/training/courses.htm